Centre for Excellence in Learning and Teaching (CELT) SoTL Accelerator Award
Applications Guidelines

Applicants must consult these guidelines before completing the application form

The CELT SoTL Accelerator Award (CSAA) is provided to support research related to the scholarship of teaching and learning (SoTL). It is designed to enhance and support applications to other internal and external funding competitions, including but not limited to the TRU Internal Research Fund, BC Campus Funding, EDC Grants, SSHRC, or other relevant agencies. Those who receive Accelerator Awards are expected to become a part of the CELT SoTL community of practice and share, when relevant, the outcome of their projects with colleagues at TRU.

Awards will be a minimum of $300 and a maximum of $1500. For projects that have co- or multiple applicants, each applicant must detail his or her role and level of contribution. The CSAA is a small seed fund which is not intended to provide funding for major projects.

The following priorities apply to all applications:

Funds are awarded on the basis of merit. All CSAA applications are peer-reviewed by the Center for Excellence in Learning and Teaching. Adjudicators will seek equitable distribution of funds but will make the final decision regarding merit.

Merit will be judged on the basis of the following criteria:
- The proposal is judged as feasible, given the scope, timelines and the qualifications of the applicant.
- The proposal is likely to produce tangible results and contribute to the SoTL community in Canada.
- The plan for mobilizing the knowledge, whether through publication, presentations, or other means will have an impact on the intended community.
- The project invites collaboration within or outside the community, when applicable.

Eligibility:
Full-time TRU faculty are eligible to apply. Eligibility includes all faculty members with ongoing or tenure-track appointments, and term-certain faculty holding appointments of more than one year and not in the final year of those appointments. Those holding sessional or one- year term-certain appointments may contribute to and receive funding from an approved project, but they are not eligible to apply directly for funding from the CSAA.

Use of Funds:
Note: All expenses must be in compliance with the Tri-Agency Financial Administration Guide.
- Funding may be used to pay for research assistants, but neither a grantee nor a member of the grantee's family may receive remuneration from the CSAA.
- Funding may be used to pay for travel directly related to the project, including travel by research assistants in the performance of their assigned duties.
- Other items necessary for completion of the project (e.g., supplies, transcription services, technical services, etc.).
- Normally, the purchase of subscriptions, computers and major equipment will not be considered unless a compelling rationale is included in the budget.
- Projects requesting retroactive funding will not be considered.

Funds from the CSAA are *not* intended to provide:
- Release time for faculty.
- Tuition and travel costs affiliated with completion of degrees and coursework.
- Travel costs for co-researchers or collaborators not specified in the application.
- Funding for publication.

Components of the Application:
Single or multiple applicants may submit only *one* application per calendar year.

Description of the Research Idea (350 words)
Define the research problem, issue, or project clearly and concisely, providing any background information essential to understanding the importance of the work proposed. Provide a literature review which includes references, where appropriate, to similar or related work. Indicate how your work will make an original contribution to the field of knowledge or practice in which you are working. References/ works cited section will not count toward the total word count.

Knowledge Mobilization/ Sharing Plan (250 words)
Indicate how you will disseminate your results and whether you plan to apply for additional internal or external funding. Provide some indication of the audience for your project and the impact you expect it will have.

Budget
Provide a budget and concise justification (one page maximum). Personnel costs must include each employee's title and type of work to be performed, the estimated number of hours/months to be worked, and the rate of pay per hour/month plus 12% benefits. Suggested rates for student Research Assistants: $14 - $16 per hour for URAs; $17 - $18 per hour for GRAs. See the Research Office's Guidelines on Student Research Assistants for more information.

• Travel costs must include the purpose of the travel for each destination, mode of travel, cost of meals and lodging, and the number of days of the travel.

Expenses: Expenses must be specific and justified in relation to how they will strengthen your SoTL Research project.

Eligible expenditures must adhere to tri-agency guidelines and may include but are not limited to:

- salaries/benefits for undergraduate and graduate students, and postdoctoral fellows;
- expenses related to conducting a pilot study;
- travel for archival work, field work and/or conferences (rationale for conference presentations must extend beyond CV enhancement and standard networking opportunities);
- communications (teleconferencing, long distance phone);
- consulting fees required for refining and/or revising the research project; and/or,
- cost of holding a workshop.

Short CV (maximum 4 pages)
- Education, with date of degrees earned
- List of previous internal grants
- List of external research grants
- Record of grant applications that were not funded
- Publications (indicate whether refereed, non-refereed, books, articles and conference papers)

Conditions of the Award:

Funds may be used only for the project and purposes described in the application. Where applicable, ethics review must be completed before the funds are released to the applicant.

1. **Use of Funds**: Expenditures may be made only for those cost elements identified in the application. Minor transfers of funds from one budget category to another may be permitted. Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by CELT.

2. **Term**: The usual term of an award is twelve months or less, in accordance with the applicant's request. Requests for extensions should be submitted to CELT. The total term, including any extension granted, may not exceed fifteen months.

3. **Reports**: A short report on the work funded must be submitted to the CELT within two months of the termination date. Award recipients will be asked to present a public lecture, poster, or workshop, or other form of presentation on the project. Subsequent applications can be considered only after receipt of satisfactory final reports.

4. **Equipment & Library Acquisitions**: Equipment or library materials such as books, journals, reports, microfilm, etc., acquired with CSAA funds are the property of the University. Upon completion of the project, these items are to be transferred to the control of the applicant's Department or the Library, or at CELT's request, to some other Department or unit within the University.

Submission Instructions:

Applications are accepted on an ongoing basis until funds are depleted